

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

To: Chief Procurement Officer

'05 AUG 17 P5:17

From: Department of Human Services, Social Services Division
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

The Department of Human Services (DHS) is seeking to continue the arrangement in which the Foster Family Programs of Hawaii (FFP) provides organizational, administrative, financial management support and guidance to the Hawaii Foster Youth Coalition (HFYC). This arrangement also includes FFP acting as fiscal agent for the receipt and disbursement of funds from DHS. The FFP has accepted the HFYC as a project and provides them with this type of guidance, support and management/fiscal services.

Background: The HFYC, a statewide organization comprised of current and former foster youth, was established as Hawaii's youth advisory board to provide youth input into the planning and review of the State's foster care Independent Living (IL) Program. This input/process is required by the Federal government of all agencies receiving funding under the Chafee Foster Care Independence Program. Chafee funds are the main source of funds for the Department of Human Services' IL program and the only source of funds for the Education and Training Vouchers (ETV). DHS must be in compliance with Federal requirements through continued support of HFYC which allows it to provide the following services for DHS:

- Outreach to and engagement of DHS foster youth and former foster youth with the HFYC and DHS IL programs including higher education and ETV;
- Provision of a venue and forum for foster and former foster youth to exchange ideas, develop leadership skills and form informal support systems;
- Review and comment on existing and planned DHS IL events, programs, procedures;
- Participation in DHS sponsored training for staff, foster parents and community stakeholders;
- Development of the agenda, scheduling, logistical planning, implementation and facilitation of the DHS sponsored Statewide Spring Independent Living conference;

HFYC must continue in its role in order for DHS to remain in compliance with Federal requirements. The contract with FFP will provide the means for DHS to continue to obtain/provide programmatic, administrative, and fiscal guidance and support for the HFYC.

Provider Name: Foster Family Programs of Hawaii (FFP)	Total Contract Funds: \$66,000.00	Term of Contract:
Provider Address: 1848 Nuuanu Avenue Honolulu, Hawaii 96817	Contract Funds per Year (as applicable).	From: To: Date of 06/30/06 Approval

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Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

FFP is the only organization that has provided the needed administrative services for HFYC. DHS has supported FFP and HFYC in this administrative arrangement through a "Request for Restrictive Purchase of Service" (RH No. 03-21) under Friends of Foster Kids (FOFK), a non-profit service organization for the period July 1, 2003 to December 31, 2004. This arrangement has met the Federal requirement for youth input to DHS.

In 2004 FOFK combined with the agency previously known as the Casey Family Program to become a new agency called Foster Family Programs (FFP) of Hawaii.

HFYC is currently working on plans to become their own 501c3, non-profit service organization by July 1, 2006. FFP has an existing relationship with HFYC and continuing this relationship would be both fiscally and programmatically advantageous to the State. Procuring this service for only a one-year period would be time consuming, costly and result in delays and disruption in services.

We are requesting that this exempt purchase of service request be approved because FFP is the only provider who has demonstrated the willingness and ability to provide the needed administrative and fiscal support and guidance for HFYC, and has developed the needed processes and infrastructure to effectively and economically administer this project (HFYC). It is also not advantageous to the State to incur the expense of issuing an Request for Proposals (RFP) for this service. FFP is acting only as a fiduciary and administrative agent with no compensation and no other agency indicated their interest in providing this service.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

FOFK (now known as FFP) had previously provided this service as a restrictive purchase of service. At that time agencies, which worked with the IL population statewide, were surveyed as to their interest in providing this service. A letter was faxed to them on September 27, 2002 asking if they were interested (see attached sample). To ensure that there was maximum fair and open competition we also asked these agencies if they were aware of any other agencies that would be interested in providing this service. Only FOFK indicated their interest. This request for exemption is an extension of this service. A similar survey was also conducted for this request for exemption. We e-mailed agencies on January 27, 2005 to ask them if they were interested (see attached sample). Again only FFP expressed interest.

FFP has provided this service since 07/01/03 and is the only organization with this experience. DHS believes it is in the best interest of the Department, the HFYC and the youth served by HFYC, that the existing services provided by FFP to HFYC continue uninterrupted until HFYC becomes a 501c3 and a procurement can be completed rather than procuring services from an agency which has no experience in this area. For these reasons competition is impractical, and DHS would like to offer an exempt contract to FFP for the period ending June 30, 2006.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:
Purchase of Services Program Specialist – Consulted with supervisor and State Procurement Office for most appropriate means of procuring this service. Once contract is executed the program specialist will monitor contract including reviewing quarterly expenditure and activity reports, make payments, and provide technical assistance.

Federal Revenue & Program Support Administrator/Temporary Supervisor – Reviewed contract request and provided technical assistance.

Assistant Program Development Administrator – Provided information about the Provider and efforts to determine availability of other providers. Also provided the service specifications, funding amounts, and availability of funding.

Fiscal Management Office (FMO)/Property and Procurement staff – Will review and submit contract to the Attorney General's Office.

DHS Director – Provides the signature to execute the contract.

FMO – Makes the payments to the Provider, tracks the contract amount and ensures that the amounts match between the contract, any contract modifications or funding change order forms.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Colleen Leonardo, Purchase of Services Program Specialist*
Randy Fonseca, Federal Revenue & Program Support Administrator;*
Lee Dean, Assistant Program Development Administrator;*
Marquis Miyauchi, Support Service Office Administrator,
Amy Tsark, Acting Social Services Division Administrator

*Staff that will be involved in the administration of the contract

Direct questions to (name & position): Colleen Leonardo, Program Specialist	Phone number: 586-5669	e-mail address: CLeonardo@dhs.hawaii.gov
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This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.



Department Head Signature

Date

Typed Name

Position Title

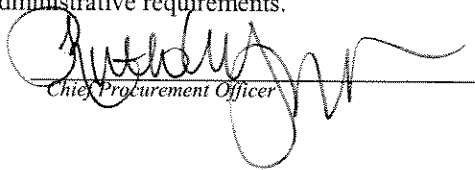
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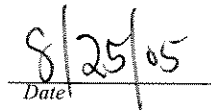
Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied


Chief Procurement Officer


Date

cc: Administrator
State Procurement Office